

Pay for Performance Bonus Programs

Governor's Public Service Achievement Award:

- Awards of \$1,000 for individuals.
- Awards of \$4,000 per team (maximum of 10 teams) to be divided pro rata among team members. Minimum of four members per team. Teams with less than four members should seek individual awards.
- Will attempt to strike a balance of recipients from both the executive and non-executive ranks.
- Each agency head is invited to submit nominations annually by a deadline to be established by the State Personnel Department. The deadline will typically be in the third or fourth week of February.
- Awarded in Statehouse ceremony in May, during State Employee Recognition Week.
- **Criteria for selection**
 - Recipient has been a state employee for at least six months at the time of nomination.
 - Recipient must still be employed as a state employee at the time of the awards ceremony.
 - Recipient made a significant contribution to advancing the governor's agenda of increasing efficiency, stretching taxpayer dollars and/or improving customer service.
 - Contribution has lead to *measurable result that has been documented*.
- **Selection process**
 - Agency head to submit written nomination on prescribed form by the date set by State Personnel director.
 - Nomination to be reviewed by State Personnel director, division director of SPD and representatives from the offices of the Governor and Management and Budget.

Agency Head Spot Bonus Program

- Awards ranging from \$100 to \$1,000 intended to reward and recognize outstanding performance "on-the-spot."
- Goal is to recognize between 10 and 20 percent of employees during the course of the year.
- **Criteria for selection**
 - Minimum of six months employment at time of receipt of bonus. Must still be employed by the state at the time of award.
 - Recipient engaged in exceptional performance which produced a measurable outcome, such as completion of project ahead of schedule with results that exceeded expectations, creation of a solution to a problem and/or provided exceptional customer service.
 - Agencies have discretion to implement as they deem appropriate, but will recommend that these bonuses be used as vehicles for recognition and celebration.
 - Agencies will be encouraged to select recipients from both the executive and non-executive ranks in a ratio of about 1:4.